

AN ORDINANCE BY

AN ORDINANCE AUTHORIZING THE MAYOR TO ACCEPT \$12,000 FROM THE ATLANTA CITY EMPLOYEES CREDIT UNION TO COVER RECRUITMENT EXPENSES INCURRED IN SOLICITING CANDIDATES TO FILL THE ACECU PRESIDENT/CHIEF EXECUTIVE OFFICER VACANCY AND FOR TRAINING AND CONFERENCE EXPENSES FOR DEPARTMENT OF HUMAN RESOURCES EMPLOYEES; AND FOR OTHER PURPOSES.

WHEREAS, the Atlanta City Employees Credit Union is striving to provide total personal financial services for its members' well-being; and

WHEREAS, the goal is to conduct business development activities that promote growth and development of the Credit Union; and

WHEREAS, the Credit Union is responsible for managing and employing sound fiscal practices to assure the Credit Union's continued financial stability; and

WHEREAS, the Credit Union is in the process of recruiting for the position of Executive Director; and

WHEREAS, the City of Atlanta's Human Resources Department can provide recruitment services to the Credit Union on a cost-effective basis; and

WHEREAS, the Atlanta City Employees Credit Union has agreed to compensate the City the sum of \$12,000 for the recruitment effort to fill the President/Chief Executive Officer vacancy; and

WHEREAS, the City's Human Resources Department will use such proceeds for recruitment on behalf of the Credit Union as well as for employee training and development;

NOW, THEREFORE BE IT ORDAINED BY COUNCIL OF THE CITY OF ATLANTA, GEORGIA AS FOLLOWS:

SECTION 1: That the Mayor is hereby authorized to accept a sum of \$12,000 from the Atlanta City Employees Credit Union.

SECTION 2: That the FY' 08 General Fund Budget is hereby amended as follows:

ADD TO ANTICIPATIONS

1A01 692303 V22001	General Fund, Recovery of Direct Cost, Human Resource Management	\$12,000
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ADD TO APPROPRIATIONS

1A01 727010 V22001	General Fund, Training Registration Fees, Human Resource Management	\$ 6,800
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1A01 729006 V22001	General Fund, Advertising, Human Resource Management	\$ 4,200
1A01 729001 V22001	General Fund, Printing and Binding, Human Resource Management	\$ 500
1A01 729001 V22001	General Fund, Business Meeting Expense, Human Resource Management	\$ 500

SECTION 3: That all ordinances and parts of ordinances in conflict with this ordinance are hereby repealed.

**LEGISLATIVE COUNSEL
REQUEST FOR LEGISLATION**

For Legislative Counsel Use Only

_____ Date Received _____ Complete _____ Incomplete (Date returned: _____)

_____ Date of Department Consultation _____ Date of Finance Department Consultation

Commissioner Notified: ____ Yes ____ No If No, Why? _____

Legislation Required

____ Yes ____ No

Legislation Type

____ Resolution ____ Ordinance

Amends the Code

____ Yes ____ No

Blueback Prepared

____ Yes ____ No

Commissioner Signature

B. C. Ransom

Council Members Only:

Authority to speak to Subject Matter Attorney ____ Yes ____ No

Authority to speak to Department ____ Yes ____ No

Date Submitted: 7/2/07

Department Submitting Request: Human Resources

Person Submitting Request: Linda Gildersleeve-Blackwell
Extension: 6740

Bureau/Division Manager: Mary Ann Johnson Extension: 6423

Requesting preliminary meeting with Legislative Counsel attorney? ☐ Yes ☒ No

Subject Matter of the Meeting _____

Cycle Number/Requested Full Council Date (not earlier than 4 weeks from date of submission):
ASAP

If this must be submitted to Council in fewer than 4 weeks explain why. Please identify consequences if legislation is not submitted for requested cycle. All non-conforming requests must have Commissioner approval. Recruitment process is underway; need money in place to pay for advertisements and related recruitment expenses.

**LEGISLATIVE COUNSEL
REQUEST FOR LEGISLATION**

Part I: Legislative Request Form:

Instructions: Please answer all questions fully before submitting. Attach additional pages if necessary. All requests for legislation must have approval of a manager prior to submission. All incomplete requests will be returned. Send request via electronic mail to Legislative Counsel. No hard copies will be accepted. Please refer to attached deadlines for the relevant Chief of Staff submission guidelines.

1. What is the purpose of this legislation? (check one)

- ☐ Accept a grant or donation
- ☐ Amend budget
- ☐ Amend Code of Ordinances
- ☐ Amend Contract
- ☒ Anticipate funds
- ☒ Appropriate funds
- ☐ Apply for a grant or donation
- ☐ Authorize/renew Contract
- ☐ Fines/penalties
- ☐ Human Resources related
- ☐ Make a purchase
- ☐ New project
- ☐ Procuring goods
- ☐ Procuring services
- ☐ Other, please explain

- ☐ Please describe in detail the purpose of your legislation? The purpose of this legislation is to authorize the City of Atlanta, Department of Human Resources to accept and appropriate funds from the Atlanta City Employees Credit Union (ACECU) to cover recruitment expenses incurred in soliciting candidates to fill the ACECU President/Chief Executive Officer vacancy and for HR specific training for DHR employees.

- ☐ If this legislation is to award/amend/renew a contract, please provide the following:

Expiration date of contract: N/A

Contract Term (months/yr):

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REQUEST FOR LEGISLATION**

2. Please describe why legislation is required rather than administrative action by the Department (please cite any relevant code sections or internal policies).

Procurement code

3. If there is an existing process, will this legislation impact that process? How?

No.

4. Please explain and estimate any financial impact on the City or your Department.

- ☐ Will the City need to appropriate or transfer funds to accomplish this purpose?
yes
- ☐ Has this purpose already been set forth in the budget?
no
- ☐ Will there be a fee or charge assessed by the City?
- If so, how much? \$12,000
 - How was the fee or charge determined? Based on anticipated recruitment costs for advertisements, printing and materials costs, and related costs for postal services, etc.
- ☐ What FAC #'s are needed for this legislation? Also, please provide the associated amounts.
Anticipations: 1A01 692303 V22001 - \$12,000; Appropriations: 1A01 727010 V22001 - \$6,800;
1A01 729006 V22001 - \$4,200; 1A01 729041 V22001 - \$500; 1A01 729001 V22001 - \$500
- ☐ Is a grant required for this legislation? ☐ Yes ☒ No
- If so, is a matching grant required? ☐ Yes ☐ No
- ☐ Will there be an increase or decrease in personnel? no
- Has HR been made aware of the need for personnel changes? ☐ Yes ☐ No
If so, who is the contact person? at extension
 - Will positions be created or abolished? n/a
- ☐ Will additional resources be required to achieve this purpose? yes
- If yes, what are those resources? \$12,000

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REQUEST FOR LEGISLATION**

- Has the Department estimated the cost of those resources?

☐ Will revenue be generated for the City? yes

5. If there has been previous or similar legislation, please describe and cite the relevant legislation (e.g., 04-R-0001).

6. Is this a computer/technology purchase? ☐ Yes ☒ No

If so, please forward ISR (Information System Hardware/Software Request) along with a copy of this Legislative Request Form via inter-office mail to: Legislative Counsel, Suite 4100, Law Department.

Please forward any additional pertinent or supporting documents (e.g. contracts, exhibits, requisitions, copies of any old ordinances/resolutions pertaining to this issue, etc.) along with a copy of this Legislative Request Form and legislative white paper via email to legislative_counsel or via inter-office mail to: Legislative Counsel, Suite 4100, Law Department.

Part II: Legislative White Paper: (This portion of the Legislative Request Form will be shared with City Council members and staff)

A. To be completed by Legislative Counsel:

Committee of Purview:

Caption:

Council Meeting Date:

Requesting Dept.:

B. To be completed by the department :

1. Please provide a summary of the purpose of this legislation (Justification Statement).

Example: The purpose of this legislation is to anticipate funds from a local assistance grant to purchase child safety seats.

The purpose of this legislation is to anticipate and appropriate funds associated with recruitment to fill the ACECU President/Chief Executive Officer vacancy.

2. Please provide background information regarding this legislation.

Example: The task force of homelessness conducted a study regarding homelessness, its impact and consequences on the City. This resolution reflects the Mayor's desire to open a twenty-four hour center that will respond to the needs of the homelessness in Atlanta.

The City of Atlanta Department of Human Resources has agreed to provide recruitment services to fill the vacancy referenced in B1. The ACECU is striving to provide total personal financial services for its members' well-being, having approximately 45% of its membership being made up of City of Atlanta employees. This partnership will be mutually beneficial in that the ACECU will incur lower expenses using DHR services versus those of an external vendor, and DHR will be able to utilize some of these funds to provide training to increase knowledge regarding HR practices and improve technical skills for DHR employees.

3. If Applicable/Known:

(a) **Contract Type (e.g. Professional Services, Construction Agreement, etc):**

(b) **Source Selection:**

(c) **Bids/Proposals Due:** n/a

(d) **Invitations Issued:** n/a

(e) **Number of Bids:** n/a

(f) **Proposals Received:** n/a

(g) **Bidders/Proponents:** n/a

(h) **Term of Contract:**

4. **Fund Account Center:** See Part 1, 4 for FAC #s.

5. **Source of Funds:** *Example: Local Assistance Grant* Atlanta City Employees Credit Union

6. **Fiscal Impact:** \$12,000

Example: This legislation will result in a reduction in the amount of _____ to Fund Account Center Number _____.

7. **Method of Cost Recovery:** n/a

Examples:

- a. Revenues generated from the permits required under this legislation will be used to fund the personnel needed to carry out the permitting process.*
- b. Money obtained from a local assistance grant will be used to cover the costs of this Summer Food Program.*

This Legislative Request Form Was Prepared By: Linda Gildersleeve-Blackwell